

Proof Correction Marks

Please correct and return your proofs using the proof correction marks below. For a more detailed look at using these marks please reference the most recent edition of The Chicago Manual of Style and visit them on the Web at: <http://www.chicagomanualofstyle.org/home.html>

<i>Instruction to typesetter</i>	<i>Textual mark</i>	<i>Marginal mark</i>
Leave unchanged	... under matter to remain	(stet)
Insert in text the matter indicated in the margin	^	^ followed by new matter
Delete	ƒ through single character, rule or underline or ƒ through all characters to be deleted	e
Substitute character or substitute part of one or more word(s)	^ through letter or —— through characters	new character ^ or new characters ^
Change to italics	— under matter to be changed	(ital)
Change to capitals	≡ under matter to be changed	(caps)
Change to small capitals	≡ under matter to be changed	(sc)
Change to bold type	~ under matter to be changed	(bf)
Change to bold italic	≈ under matter to be changed	(bf+ital)
Change to lower case	ℒ	(lc)
Insert superscript	√	√ under character e.g. √
Insert subscript	^	^ over character e.g. ^
Insert full stop	⊙	⊙
Insert comma	↗	↗
Insert single quotation marks	↙ ↘	↙ ↘
Insert double quotation marks	↖ ↗	↖ ↗
Insert hyphen	=	=
Start new paragraph	¶	¶
Transpose	┌┐	┌┐
Close up	linking ○ characters	○
Insert or substitute space between characters or words	#	#
Reduce space between characters or words	◌	◌